



Association Member Training Information Sheet



Members please return this form as soon as possible but no later than **4 weeks** prior to event date

ASSOCIATION MEMBER TRAINING

Association Member Training will be held at New South Wales Nurses and Midwives' Association office at 50 O'Dea Avenue, Waterloo.

AM I A METROPOLITAN OR NON-METROPOLITAN DELEGATE?

If you reside **more than** 50 kilometres from the meeting venue, you are considered as a **non-metropolitan delegate**.

If you reside 50 kilometres or **less** from 50 O'Dea Avenue, Waterloo you are a **metropolitan delegate**.

However, should you have any concerns or queries regarding this qualification, please contact Member Organising, Administration on (02) 8595 1234.

To ensure your preferences are accommodated, delegates are asked to return requests for flights and accommodation as soon as possible.

FLIGHTS

NSWNMA has a '**best fare of the day**' policy. This means if a better fare is available **on another carrier at the similar time the lower fare option will be booked** for the required journey. For example, if you request a flight with Qantas and there is a lower fare at a similar time on Rex, the lower fare will be booked.

Please note: cancellations and changes to flights incur added costs for the Association.

ACCOMMODATION

Accommodation is booked at **RYDGES Sydney Central, 28 Albion Street, Surry Hills.**

Check in time: 2pm; Check out time: 11am.

If nominating a delegate with whom you wish to share accommodation, please check that he/she is attending **Association Member Training** and is in agreement with this arrangement. If no booking form is received by the delegate you nominate to share with, another delegate will be allocated to the room.

On check in, delegates will be asked to provide their credit card for a pre-authorisation to cover any personal expenses.

IMPORTANT: All metropolitan/non-metropolitan delegates who have requested a single room, single room supplement and/or request additional nights, will need to provide the Association with pre-payment. Credit card details need to be provided at the time of booking, please complete the credit card section on the booking form; cards will be charged 14 days prior to the training date

Note: 2018 PEAK MONTHS: FEBRUARY, MARCH, OCTOBER & NOVEMBER

NON-METROPOLITAN DELEGATES – ACCOMMODATION

Accommodation is provided by the NSWNMA on a twin share basis and includes 2 x breakfasts per twin share, reasonable phone calls and parking.

NON-METROPOLITAN DELEGATES – SINGLE ROOM SUPPLEMENT

SINGLE ROOM ACCOMMODATION is available to non-metropolitan members by paying a room supplement of:

PEAK MONTHS \$119.50 per night OR **OFF PEAK MONTHS \$94.50** per night

The NSWNMA will pay the remaining half of the room cost, plus one (1) full buffet breakfast, reasonable phone calls and parking.

ADDITIONAL NIGHTS: Requests for additional nights other than nominated training dates will be at the Rydges Sydney Central best available rate.

METROPOLITAN DELEGATES – ACCOMMODATION

For metropolitan members who wish to reserve accommodation, the following charges apply for **TRAINING DATES:**

- twin share, including full buffet breakfast, is **PEAK MONTHS \$139.50** or **OFF PEAK MONTHS \$114.50** per person per night;
- single room, including full buffet breakfast, is **PEAK MONTHS \$259.00** or **OFF PEAK MONTHS \$209.00** per person per night.

TRAVEL AND ACCOMMODATION CHANGES OR CANCELLATIONS

- All travel and accommodation changes or cancellation must only be sent to the contact person on the bottom of this form.
- **Refunds will only be made if NSWNMA is refunded by Rydges Sydney Central.**
- Requests for flight changes or cancellations must be received by the NSWNMA at least **3 Business** days prior to departure.
- Not showing for a flight or a cancellation inside 48 hours of departure can result in loss of the cost of the airfare to NSWNMA.
- Not showing for accommodation or unfulfilled cancellation inside 14 days – NSWNMA pays for an empty room and/or bed.

**IF YOU HAVE ANY QUERIES FOR ASSOCIATION MEMBER TRAINING PLEASE CONTACT MEMBER ORGANISING,
ADMINISTRATION ON**

EMAIL: training@nswnma.asn.au ; PHONE: (02) 8595 1234 or 1300 367 962 or FAX: (02) 9662 1414



Association Member Training Registration Form



Members please return this form as soon as possible but no later than 4 weeks prior to event.

1. REGISTRATION DETAILS

NAME: _____ MEMBERSHIP NUMBER: _____

DIETARY REQUIREMENTS: vegetarian gluten free vegan other (please specify): _____

2. SELECT TRAINING DATE(S) PLEASE TICK

BRANCH ESSENTIALS 15-16 August (registration closes 16/07/18) 19-20 September (registration closes 20/08/18)
 21-22 November (registration closes 22/10/18)

WINNING AT WORK 4-5 July (registration closes 06/06/18) 5-6 September (registration closes 05/08/18)
 7-8 November (registration closes 08/10/18)

*DELEGATE SKILLS 18 September (registration closes 19/08/18) 20 November (registration closes 21/10/18)

***All Delegate Skills Training: 10:00am – 4:00pm followed by Committee of Delegates Meeting.**

3. FLIGHTS please indicate AM or PM if you do not have specific times

PASSENGERS' FULL NAME AS PER PHOTO IDENTIFICATION: (please circle) MR / MRS / MS _____

DEPARTURE CITY: _____ DATE(S): _____

FLIGHT NUMBER: _____ FLIGHT TIME: _____

RETURN CITY: _____ DATE(S): _____

FLIGHT NUMBER: _____ FLIGHT TIME: _____

Please note it is mandatory to supply a phone contact to the airline when booking a flight for the purpose of notifying you of disruptions to your flights.

MOBILE: _____ or HOME: _____

Requests for flight changes or cancellations must be received by at least 3 BUSINESS DAYS PRIOR TO DEPARTURE

Not showing for a flight or cancellation inside 48 hours of departure can result in loss of the cost of the airfare to NSWNMA.

4. ACCOMMODATION - NON METROPOLITAN MEMBER ONLY

ACCOMMODATION DATE(S) REQUIRED: _____ / _____ / 2018

TWIN SHARE: non-metropolitan – no charge on twin share basis

My preference is to share a twin room with: MEMBER NAME: _____
If no form is received by from the member you nominate to share with, another member will be assigned to the room

SINGLE SUPPLEMENT: The single room supplement for non-metropolitan members for is \$119.50 (peak) or \$94.50 (off peak) per night to be pre-paid to NSWNMA.
For pre-payment, please complete section 6 on this form.

PARKING IS REQUIRED at the Rydges Sydney Central Hotel

5. ACCOMMODATION - METROPOLITAN MEMBER ONLY

Yes, I am a metropolitan member and would like to pre-pay for a metropolitan room rate: **TWIN SHARE ROOM** OR **SINGLE ROOM**
For pre-payment, please complete section 6 on this form.

6. PRE-PAYMENT

VISA MASTERCARD _____ / _____ / _____ / _____ EXPIRY _____ / _____

NAME ON CARD: _____ AMOUNT \$ _____

CREDIT CARDS WILL BE CHARGED, CLOSE OF TRAVEL 14 DAYS PRIOR TO EVENT.

7. CONFIRMATION

I REQUEST CONFIRMATION BY: EMAIL FAX POST (PLEASE NOTE: If you do not receive a confirmation letter please contact NSWNMA)

EMAIL / FAX / ADDRESS DETAILS: _____

**FOR ALL ASSOCIATION MEMBER TRAINING QUERIES OR CHANGES/CANCELLATIONS PLEASE CONTACT
MEMBER ORGANISING, ADMINISTRATION ON:**

EMAIL: training@nswnma.asn.au; PHONE: (02) 8595 1234 or 1300 367 962 or FAX: (02) 9662 1414

**NOTE: If you have not received a confirmation letter by 4 weeks prior to event please contact the Association
ASAP.**